

Sample Acceptance Letter for Promotion and Salary Increment

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Designation]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally accept the promotion to **[New Position]** and the accompanying salary increment, as outlined in your letter dated [Date of Offer Letter]. I am deeply honored by this recognition of my work and dedication to [Company Name].

I sincerely appreciate the trust and confidence you have placed in me with this new role and the increased responsibilities. I am excited to continue contributing my best efforts to the team and to play a role in advancing the company's goals and future success.

Thank you once again for this wonderful opportunity. Please let me know if there are any next steps or documentation required from my end. I look forward to working closely with you and the management team in my new capacity.

Yours sincerely,

[Your Name]